

Instructions for Completing the New Missionary Family Details Form

To initiate the process, we need to record your personal information in our International Service Employee Database. Completion of this form is a priority, as we cannot proceed further until all required information has been submitted. Please use the link below to access and complete the form: <https://dm.gc.adventist.org/Forms/IPRSFamilyDetails>

Preparation

Before starting, please ensure you have the following **vital documents** ready for reference and submission:

- **Passport copies** (Prospect, Spouse and Eligible Dependent) (information page) for all citizenships held, and any residency cards if applicable
- **Resume/CV** (Prospect and Spouse)
- **Social Security/Social Insurance cards** (Prospect and Spouse)
- **Diplomas** (Prospect and Spouse)
- **Marriage certificate** (if applicable)
- **Ordination certificate** (if applicable)
- **Dependent children's birth certificates** (if applicable)

Completion Guidelines

1. **Formatting**
 - Do **not** use all capital letters, special characters, or accent marks.
2. **Appointee Information**
 - Complete all four tabs of the "Appointee Information" section, including languages, education, work experience and denominational tab.

Missionary Family Details
International Personnel Resources and Services



Appointee Information

Appointee Languages

Appointee Education and Work Experience

Appointee Denomination

Spouse Information

Spouse Languages

Spouse Education and Work Experience

Spouse Denomination

Children

Addresses

Passports

Submit

Instructions

Please complete this form in its entirety. There are up to three sections: **Appointee**, **Spouse**, and **Children**, depending on your situation.

After completing all applicable sections, click the "Submit" button on the final page. Once submitted, we will schedule an appointment with you to review your information and begin any additional processes we can during that meeting.

NOTE: You can ignore the fields that are not required.

Personal Information

Last Name / Family Name*	First Name*	Middle Name	Hello Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<small>How would you like us to call you?</small>
Birth City*	Birth State*	Birth Country*	Gender*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<small>Please select</small>	<small>Please select</small>
Primary Country of Citizenship*	Secondary Country of Citizenship	Married?*	Children?*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Please select</small>		<small>Please select</small>	<small>Please select</small>
US SSN	Canadian SIN	Other ID	Retirement ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Email Address*	Work Email Address	Mobile Contact Info (?)	Additional Contact Info (?)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Please enter your Preferred email address</small>			



- Upload all required supporting documents.

Loma Linda University or Deferred Missionary Appointees

DMA Applicant?

No

Upload Files

Upload Appointee documents ONLY here: Passport, Resume/CV, Diploma, Ordination Certificate, Marriage Certificate, SSN Card, Social Insurance Card

File Upload

Appointee Documents

Drag and drop up to 15 files here to upload or [Choose files](#)

3. Spouse and Children

- If applicable, complete the relevant four tabs for your spouse, including languages, education, work experience and denominational tab.
- Verify all details for accuracy.
- Upload all required supporting documents for each dependent in their own section.

Missionary Family Details

International Personnel Resources and Services



Appointee Information | Appointee Languages | Appointee Education and Work Experience | Appointee Denomination | **Spouse Information** | Spouse Languages | Spouse Education and Work Experience | Spouse Denomination

Addresses | Passports | **Submit**

Last Name* | First Name* | Middle Name

Please enter as shown on passport

Birth City* | Birth State* | Birth Country* | Gender* | Date of Birth*
M/D/YYYY | mm/dd/yyyy

Primary Country of Citizenship* | Secondary Country of Citizenship | Married?*
Yes | select status

US SSN | Canadian SIN | Other ID# | Retirement ID

Preferred Email Address* | Work Email Address | Mobile Contact Information | Additional Contact Info
Please enter your Spouse's Preferred email address

Loma Linda University or Deferred Missionary Appointees

DMA Applicant?

No

Upload Files

File Upload

Upload Spouse documents ONLY here: Passport, Resume/CV, Diploma, Ordination Certificate (if applicable), SSN Card, Social Insurance Card

Drag and drop up to 10 files here to upload or [Choose files](#)



- If applicable, complete the children tab as well.

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Appointee Information Appointee Languages Appointee Education and Work Experience Appointee Denomination Spouse Information Spouse Languages Spouse Education and Work Experience Spouse Denomination

Children Addresses Passports Submit

Child's Personal Information

Child Last Name* Child First Name* Child Middle Name

Child Gender* I confirm that is our child by birth* Child Birth Date*

Child Country of Birth* Child State/Province of Birth Child Child City of Birth

Child US SSN Child Canadian SIM Child Other ID

[Add another child](#)

File Upload

Upload Files
Upload Children documents ONLY here: Passport, Birth Certificate, SSN Card

Drag and drop up to 15 files here to upload or [Upload](#)

4. Addresses, please provide the following:

- Current address
- Parents
- Grown Children
- Homeland

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Appointee Information Appointee Languages Appointee Education and Work Experience Appointee Denomination Spouse Information Spouse Languages Spouse Education and Work Experience Spouse Denomination

Children **Addresses** Passports Submit

Addresses
Please provide: Current Address, Parents, Grown Children, and Homeland

Address Belongs To* Relationship* Contact Name* Is Emergency Contact?*

Please select

Address Line 1*

Address Line 2

City* State / Province / Region* Postal/Zip Code Country*

Start Date* End Date Phone* Email

Address Type*
 Current Parent or Child In the Homeland

Comments

[+ Add another address](#) [Click here to add another address](#)

5. Passports

- Please provide ALL current passports for each member of the family

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Appointee Information Appointee Languages Appointee Education and Work Experience Appointee Denomination Spouse Information Spouse Languages Spouse Education and Work Experience Spouse Denomination

Children Addresses **Passports** Submit

Passport Information
Please provide your current passport information. Provide your full name as it appears on the passport.

Belongs to*	Passport Number*	Holder Name*	Issued By*	Issued Date*	Expiration Date*	Citizen?*	Resident?*
▼			▼	MM/DD/YYYY	MM/DD/YYYY	▼	▼

Click here to add additional passport(s) ← Click here to add a new row

6. Saving Your Progress

- If you need to pause, click the **“Save Draft”** button on the form.
- You will be prompted for an email address and password—choose one you can easily remember.
- The system will send you an email with a link to access the saved form with all the information you have provided to finish it.

7. Final Submission

- Once you have confirmed that all information and documents are complete for yourself, your spouse, and your children, go to the final tab and click **“Submit”**.

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Appointee Information Appointee Languages Appointee Education and Work Experience Appointee Denomination Spouse Information Spouse Languages Spouse Education and Work Experience Spouse Denomination

Addresses **Passports** Submit

Signature

I confirm that the information given in this form is true and complete and give permission to the General Conference International Personnel Resources and Services to transfer, access, and use my personal information as needed for management of International Service employment, communication, organization and planning in harmony with the privacy policy of the General Conference of Seventh-day Adventist World Headquarters.

1

Signature Date

Sign Date will be captured on form submission

2 Next

Previous Submit 3

Support

If you encounter technical issues, contact ISESupport@gc.adventist.org. For other questions, please reach out to me directly.

Thank you for your prompt attention to completing this form and submitting the required documents.